



## **PROMOTION**

### **Directive 4-111**

Date of Issue: July 2013    Amends/Cancels: N/A

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#### **I. PURPOSE**

The purpose of this Directive is to establish written policy governing promotions within the Department of General Services Maryland Capitol Police (DGS-MCP).

#### **II. POLICY**

All vacant positions will be filled by a competitive selection process. The Chief of Police will make the final selections in all cases. Vacant positions will be filled at the authorized rank unless previously approved by the Chief of Police.

#### **III. PROCEDURES**

- A. DGS-MCP will request DGS Personnel Office post an announcement on the Department of Budget and Management website. (DBM)
- B. All members of DGS-MCP will be notified of promotional opportunities through a Special Order which will be accompanied by a Form 42.
- C. Applicants will apply online using the new Jobaps System.
- D. Applicants will log on to [www.workformaryland.com](http://www.workformaryland.com) and follow the prompts for the position they are applying for.
- E. Selection Criteria
  - 1. Vacancy announcements will state the minimum qualifications and the selection criteria for the position.
  - 2. Selection criteria will be based on the knowledge, skills, and abilities required for the specialized assignment and will include, at a minimum, formal education requirements and the minimum required length of experience, including the tasks required and the responsibilities assumed during those years of previous experience.

3. Selection criteria will be set by the Chief of Police and may be modified at his discretion.

F. At the discretion of the Chief of Police and depending on the specifics of the promotion. The selection process may vary.

G. Notification

1. After the selections are made, applicants who competed beyond the application process will be notified, in writing, of their status.
2. Notification of the selections will be announced department wide by means of a personnel order.